

**HAWAII DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**  
Wage Standards Division - CHILD LABOR OFFICE

**APPLICATION FOR MINOR'S CERTIFICATE OF EMPLOYMENT**  
(To be Used for Minors Under 16 Only)

**WARNING:** A minor is NOT permitted to work until this **original** application is completed and returned to the Child Labor Office and the employer receives a temporary authorization slip. See instructions and additional information on the back of this application.

**PRINT OR TYPE - MUST BE LEGIBLE:****(Use black ink)****Minor's  
information**

1. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Social Security No. of Minor
2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ Male \_\_\_\_\_ Female 5. \_\_\_\_\_  
Last Name of Minor First Name Middle Initial Age Home Phone
6. \_\_\_\_\_  
Mailing Address of Minor Apt.# City Zip Code
7. Name of School Attending \_\_\_\_\_ Year-round: Yes ☐ No ☐

**Employer to  
complete**

8. \_\_\_\_\_ 9. Employment to Begin On: \_\_\_\_\_  
Job Minor Hired For Date
10. Hours of Work (See back for restrictions):
- |           | a. Start Time | b. Ending Time | c. # Minutes - Break | d. # Hours/Day | e. # Days/Week |
|-----------|---------------|----------------|----------------------|----------------|----------------|
| Mon-Fri:  | _____         | _____          | _____                | _____          | _____          |
| Saturday: | _____         | _____          | _____                | _____          | _____          |
| Sunday:   | _____         | _____          | _____                | _____          | _____          |

**Employer  
information**

11. Name of Business: \_\_\_\_\_
12. \_\_\_\_\_  
Business Address (Mailing Address if not same) City Zip Code
13. \_\_\_\_\_ 14a. \_\_\_\_\_  
Employer DOL Number Business Phone
15. Type of Business: \_\_\_\_\_ 14b. \_\_\_\_\_  
Business Fax
16. \_\_\_\_\_  
Signature of Employer/Representative Title
- \_\_\_\_\_
- Print or Type Name of Employer/Representative
17. Date of Application: \_\_\_\_\_

**Parent or  
guardian to  
complete**

This request for an employment certificate is made with my knowledge and consent:

18. Print Name of Parent or Guardian: \_\_\_\_\_
- \_\_\_\_\_ Signature \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**For Child  
Labor Office  
Only**

Proof of Age: BC HDL I MID SR SID Date of Birth: \_\_\_\_\_

Other: \_\_\_\_\_ DLIR Official: \_\_\_\_\_

Date TA Issued: \_\_\_\_\_ CL-1 Ref No. \_\_\_\_\_

## INSTRUCTIONS FOR FORM CL-1, APPLICATION FOR CERTIFICATE OF EMPLOYMENT

(\*For minors **under** 16 years only)

\*Minors 16 and 17 years of age should apply for a Certificate of Age, Form CL-3, by presenting an \*acceptable proof of age document to the Child Labor office.

**IMPORTANT:** This application should be signed by the employer only if the minor is promised a job. **Before the minor starts working**, a completed application (form CL-1) and an \*acceptable proof of age document must be submitted to this office. To avoid delay in processing, be sure that this application is complete before submitting.

The minor is not required to appear in person - anyone may return this application and the proof of age document either in person or by mail. You may fax the application, but the **original** CL-1 must be returned to this office for a certificate to be issued. If the employment is allowable under the Child Labor Law, a Certificate of Employment will be mailed to the employer. Certificates are issued only for employment with the employer named on this application.

### RESTRICTIONS ON HOURS

Minors 14 and 15 years of age may work:

- Not more than 3 hours per day on a school day
- Not more than 8 hours per day on a non-school day
- During a school week, not more than 18 hours per week
- During a non-school week, not more than 40 hours per week
- On school days and the day before a school day: Between 7:00 a.m. and 7:00 p.m.
- On non-school days and the day before a non-school day: Between 6:00 a.m. and 9:00 p.m.

Other limitations: Not more than 6 consecutive days of work;

Not more than 5 consecutive hours without at least a 30-minute rest or meal period

**1 - 7.** Type or print **legibly and clearly** information on the minor.

*Employer to complete:*

- 8. Job Minor Hired For** Enter the job the minor will be performing if this application is approved; some jobs are considered hazardous for 14 and 15 year olds.
- 9. Employment to Begin On** Date the minor will start working.
- 10. Hours of Work (a to e)** Employer must fill in the hours the minor will be working.
- 11-15. Employer information** Fill in requested employer information.
- 16-17. Employer/Representative Name** Employer/representative must print name, sign and date the application.

*Parent or guardian to complete:*

- 18. Parent or guardian name, signature, address, phone** Minor's parent or guardian must print name, sign, and provide information.

### \*ACCEPTABLE PROOF OF AGE DOCUMENTS:

- |  |   |   |
|--|---|---|
| ● Birth certificate                    | ● Court record                                    | <b>NOTE:</b> A social security card is NOT an acceptable proof of age document. |
| ● Hawaii driver's license              | ● Baptismal certificate                           |   |
| ● California driver's license          | ● Bible record                                    |   |
| ● State of Hawaii ID                   | ● Hospital record                                 |   |
| ● School record (NOT school ID)        | ● Immigration record (alien card, passport, visa) |   |
| ● Military ID (front and back of card) |   |   |

**For further information, forms, and publications:** Contact the Child Labor Office in your county at the locations listed below or on the internet at <http://dlir.state.hi.us>. Office hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday, except State holidays.

		Phone	Fax
OAHU	830 Punchbowl Street, Room 340, Honolulu 96813	586-8777	586-8766
KAUAI	3060 Eiwa Street, Room 202, Lihue 96766	274-3351	274-3355
MAUI	2264 Aupuni Street, Wailuku 96793	243-5322	984-2071
HILO	75 Aupuni Street, Room 108, Hilo 96720	974-6464	974-6460
WEST HAWAII	Post Office Building, Kealahou 96750	322-4808	322-4813

This employment may also be subject to federal child labor provisions under the Fair Labor Standards Act. For information, contact the USDOL, Wage and Hour Division.